



CHILD CARE  
LICENSING BUREAU



# License Renewal Application

JOB AID



# License Renewal Application

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## Purpose

This job aid covers how to apply for a license renewal in the Provider's portal.



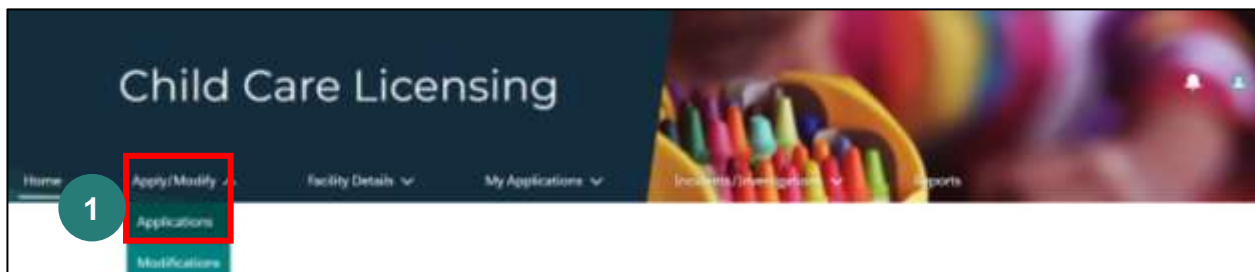
## Business Role(s)

- Providers

# License Renewal Application

You are eligible to submit a renewal application within 90 days of your expiration date. You will receive an email notification 90 days prior to the expiration to let you know to take action on the Provider portal. Follow the steps below to apply for a license renewal:

1. In the **Apply/Modify** menu, select the **Applications** option.



2. The **Create New Application** page is displayed. In the **Application Type** drop-down field, select the **Renewal** option.



**Note:** If you select the **Renewal** option in **Step 2** and you do not have an active license, you will receive a message indicating you do not have an active license. In this case, select the Original Application option to begin your licensing process.

A screenshot of the 'Create New Application' page showing an error message. The 'Application Type' drop-down menu is set to 'Renewal'. Below the form, a red message reads: 'Select Facility for Renewal Request. Our records show you do not have an active license. Please select Original Application to begin your licensing process.'

# License Renewal Application

- Once you select the **Renewal** option, the facilities that are authorized to your account are displayed and you can select the facility for which you need to renew the license. In this example, there is only one facility selected by default. In the **License Type** drop-down field, select the required license type for your facility. In this example, let's select the **Family Home** option and click the **Next** button.

Create New Application

Application Type: Renewal

License Type: Family Home

Select Facility for Renewal Request:

Select facility	Facility Name	Facility Address	License Expiration Date
<input checked="" type="checkbox"/>	Ashwin Kishy Facility	Test 1 Lansing Michigan	08/31/2023
		City: Lansing, State: MI, County: Zip Code: 48111	

Cancel Save for later Next

Steps: Create New Application, Application Details, Confirmation, Attestation

- All the applicant information and other details are pulled from the existing license and are displayed in the relevant sections on the **Application Details** page. Note that you can click the arrow icon corresponding with each section to expand/collapse the details. Review the details displayed in all the sections.

Application Details

We are happy that you have decided to renew your child care license. The information below outlines what we understand about your child family/group home.

About Yourself

Child Care Location Details

Address

Street: Test 1

City: Detroit, State: Michigan

County: Oakland, Zip: 48201

Email Address: apamatestingdemo@gmail.com, Telephone Number: 6476241627

Next

Steps: Create New Application, Application Details, Confirmation, Attestation

# License Renewal Application

5. If you want to make any changes in your renewal application such as a name change, household member change, etc., select the **Yes** option and select the change that you want to make. This will trigger a notification to the Consultant. In this example, let's select the **No** option and click the **Next** button.

I would like to continue my renewal application and I must work with my child care consultant to correct the following information

\* Is there any change you want to make in your renewal application?

☐ Yes

☒ No

Cancel Save for later Previous Next

6. Select the checkbox to confirm the displayed statements. Once you are done, click the **Next** button.

This script has been automatically saved. In order to resume in the future, Copy the link or Email me the link.

Confirmation

- Please confirm the following statements have been read
- The applicant is required to acknowledge each of the following:

☒ I have reviewed the Child Care Organizations Act (1973 PA 116) and the licensing rules for the operation of the child care organization indicated above, and if granted a license, I agree to comply with the Act and Rules.

☒ I understand that the Bureau must enter and inspect my home or center to enforce the Act and Rules. I give consent to the Bureau to inspect my home for licensing purposes which includes initial, renewal, interim, and follow-up inspections and complaint investigations. My consent includes inspections of the proposed/approved child care areas of my home and non-child care areas that are relevant to the licensing purpose. I understand that I may withdraw this consent in whole or in part at any time, subject to licensing requirements.

☒ I agree not to care for more children at one time than my licensed capacity states.

☒ I certify that I will notify the Bureau if I or any member of my household or any person caring for children has been assigned for an offense specified in MCL 722.115b, MCL 722.115n or has a history of substantiated child abuse or neglect.

☒ I am aware of the legal provision that to operate a child care organization without a license constitutes a misdemeanor as stated in 1973 PA 116, Section 15.

☒ I certify that any information I give in respect to the Bureau's investigation will be, to the best of my ability, true and correct.

☒ I give permission to the Michigan Department of Licensing and Regulatory Affairs to contact persons, including those I give as references, in order to determine if I am in compliance with the Act and the Rules.

Steps

- Create New Application
- Application Details
- Confirmation
- Attestation

☒ Rule 400.1935 establishes rules for firearms and ammunition. By signing the application below, you are acknowledging that you are and will remain in compliance with the rule.

☒ I certify that I have a high school diploma, GED certificate or equivalent.

Cancel Save for later Previous Next

# License Renewal Application

7. In the **Attestation** step, select the checkbox to sign the application and certify that the details you have provided are true and complete. Then click the **Next** button.

This script has been automatically saved. In order to resume in the future, Copy the link or Email me the link.

### Attestation

Please attest to the following

By checking this box, I (we) sign this application and certify that the statements in this document are true and complete, including and all attached documents and information provided as part of this application. I (We) understand that any omitted statement, misrepresentation, or fraud of any of the documents and information provided on or as part of this application may be cause for denial of my (our) application, disciplinary action, and/or may be punishable by law.

☒

Cancel Save for later Previous **Next**

**Steps**

- Create New Application
- Application Details
- Confirmation
- Attestation**

8. Based on your responses, a document checklist is created for you listing required documentation needed as part of your application process. At any point during this process, your Consultant may require additional documentation. Click the **Upload** button.

### Document Checklist

Name	Instruction	
Applicant's TB Test Results	Documentation of your tuberculosis test results.	<b>Upload</b>
Applicant's CCL3704 Medical Clearance Form	For you, signed by our physician or physician's designee which attests to your health. Please complete the Patient Information section prior to submitting to your physician.	<b>Upload</b>
Applicant's State or Federal Id	Upload a legible photo-copy of a current valid State or Federal ID.	<b>Upload</b>
Radon Inspection Results	Documentation that the level of radon-gases does not exceed 4 picocuries per liter of air in the lowest level of your home.	<b>Upload</b>
Co-applicant's TB Test Results	Documentation of Co-Applciant's tuberculosis test results.	<b>Upload</b>

**Steps**

- Document Checklist**

**Note:** Refer to the **Uploading Supporting Documentation** Job Aid for detailed instructions for uploading additional documentation.

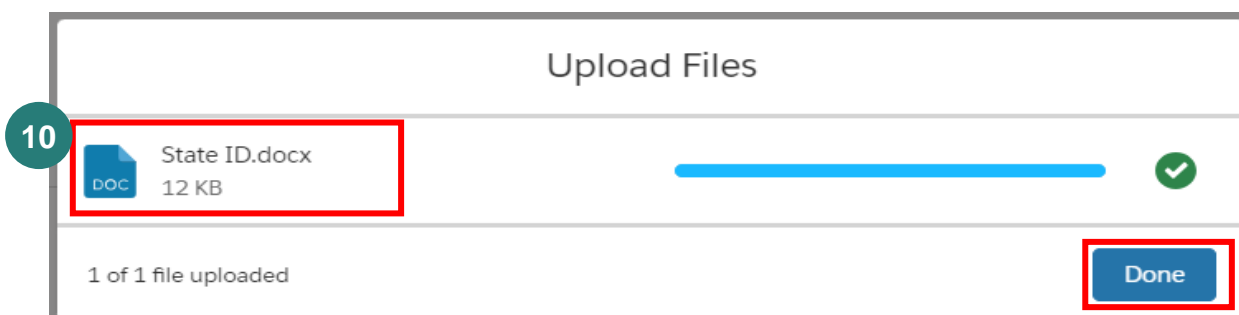
# License Renewal Application

9. In the **Upload File** pop-up window, click the **Upload Files** button and select the required document from your computer. You can also drop your file in this window to upload it.



*Note:* You will need to turn off the pop-up blocker in your browser to allow the pop-up window to display that will enable you to select the required document from your computer.

10. Once you select the required document from your computer, you will see that the file is uploaded. Click the **Done** button.



11. In the **Upload File** pop-up window, you can see the uploaded file. You can use the delete icon on the right of the corresponding document to delete it. In this example, let's close the pop-up window.



# License Renewal Application

12. We are back on the **Document Checklist** step, and you can see that the uploaded document is displayed corresponding to the relevant checklist item. Click the document name link to preview the document. Then click the **Next** button to proceed to the next step.

**Document Checklist**

Name Applicant's TB Test Results	Instruction Documentation of your tuberculosis test results.	<a href="#">Preview Test Results</a>
Name Applicant's CCL3734 Medical Clearance Form	Instruction For you, signed by our physician or physician's designee which attests to your health. Please complete the Patient Information section prior to submitting to your physician.	<a href="#">Upload</a>
Name Applicant's State or Federal Id	Instruction Upload a legible photo-copy of a current valid State or Federal ID.	<a href="#">Upload</a>
Name Radon Inspection Results	Instruction Documentation that the level of radon gases does not exceed 4 picocuries per liter of air in the lowest level of your home.	<a href="#">Upload</a>
Name Co-applicant's TB Test Results	Instruction Documentation of Co-applicant's tuberculosis test results.	<a href="#">Upload</a>

**Steps**

- Document Checklist

**12** [Next](#)

13. Click the **Pay Now** button to pay the required license fee.

**License Fee**

Application Fee  
\$ 25.00

☐ Fee Paid

**13** [Pay Now](#)

[Save for later](#) [Submit](#)

**Steps**

- License Fee

**Note:** When applying via the Provider Portal, checks are not an accepted form of payment. Only credit or debit card transactions are allowed.



# License Renewal Application

This will open the payment page in your browser where you will enter your credit card information. Here, you can click the Next button to make payment using your Visa or MasterCard credit card. Once you are done with the payment, you will be redirected to the current **License Fee** page in the portal.

The screenshot shows the 'Payment Method' section of the 'State of Michigan LARA CCLB License Payment Page'. The page header includes the LARA logo and 'Department of Licensing and Regulatory Affairs', along with the Michigan.gov logo. The main heading is 'State of Michigan LARA CCLB License Payment Page'. Below this, a welcome message states: 'Welcome to the CEPAS Credit Card Processing Payment Module for CCLB. This process is being used as a secure means of processing credit card authorizations. Payment may be made with a valid Visa or MasterCard credit card. To begin the payment process, click on "Next" in the box below.' A modal window titled 'Choose Method Of Payment' is displayed, showing 'Pay with new account' and 'Pay by credit card' as the selected option, with Visa and MasterCard logos. At the bottom of the modal are 'Back', 'Next', and 'Exit' buttons. The footer of the page contains links for 'Mi.gov Home', 'Policies', 'Accessibility', 'Disability Resources', 'FOIA', and 'Departments'.

14. Once you are done with the payment, you will be redirected to the current page where the **Fee Paid** checkbox will be enabled. Then click the **Submit** button to submit your renewal application.

The screenshot shows the 'License Fee' page. On the left, under the 'License Fee' heading, there is a section for 'Application Fee' showing '\$25.00'. Below this, a checkbox labeled 'Fee Paid' is checked and highlighted with a red box. A 'Pay Now' button is visible below the checkbox. On the right side of the page, a 'Steps' section shows 'License Fee' as the current step. At the bottom right, a 'Submit' button is highlighted with a red box. A green circle with the number '14' is placed over the 'Submit' button.

# License Renewal Application

Once you click the **Submit** button, the renewal application is automatically displayed with the status of **Submitted**. Note that you can refer to this page to check the status of your application as it goes through the stages of review and approval by CCLB. You can also click the **Open Application** button to open your application and view the details you have provided and the documents that you have submitted.

